



# EMPLOYMENT OPPORTUNITY

Human Resources Division  
#1 Gary K. Anderson Plaza, Decatur, IL 62523  
Phone: (217) 424-2805 • [www.decaturl.gov](http://www.decaturl.gov)  
*An Equal Opportunity Employer*

2/6/13

## COMPTROLLER

**BEGINNING SALARY:** \$64,400 - \$84,600 Annually, with growth potential to \$104,800 Depending on Qualifications

**APPLICATION DEADLINE:** Open until filled

**SCOPE OF WORK:** Serves as the chief accountant for the financial affairs of city operations. Manages the day-to-day financial affairs of the city, including, but not limited to, the processing and recording of all transaction receipts and disbursements. Manages staff and provides transaction direction and supervision as required.

## REQUIRED KNOWLEDGE AND SKILLS

1. Bachelor's degree in Accounting or Finance, Certified Public Accountant or other financial professional certification preferred. Professional work experience 7-10 years with 2 years responsible management experience in government accounting practices and procedures.
2. Experience with Enterprise Resource Planning (ERP) software applications, with demonstrated knowledge of same. Experience with monthly and annual fiscal period closings and the methods and techniques of professional accounting and auditing.
3. Thorough knowledge of fund balance accounting, cash and accrual basis financial accounting principles and techniques.
4. Working knowledge of State of Illinois statutes and City Ordinances in regards to financial procedures and issues.
5. Working knowledge with Microsoft Office software applications, and standard computer hardware, office machinery, and peripherals.
6. Demonstrated skill in managing, supervising, directing, mentoring, reviewing, and evaluating direct subordinates and other departmental staff.
7. Skill in communicating clearly and effectively both orally and in writing.
8. Ability to prepare budgetary, work analysis and standard fiscal reports.

## **MAJOR DUTIES**

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

1. Responsible for timely processing of all financial transactions in the general ledger and various sub ledgers in accordance with Government Accounting Standards Board (GASB) and Generally Accepted Accounting Principle (GAAP) pronouncements.
2. Responsible for processing and recording of payment receipts for city services in the general ledger and sub ledger systems as required and to affect timely deposit of monies received into city depository bank account(s).
3. Responsible for processing and recording of all cash disbursements to city vendors and other parties for goods and services received in the general ledger and sub ledger systems as required and to affect issuance of payments according to defined payable schedules and protocols.
4. Responsible for performing all accounting activities necessary to close the financial records on a monthly and annual basis and to perform account reconciliations as required to ensure the accuracy of the financial records.
5. Responsible for preparation of bank reconciliations for all city bank accounts on a monthly basis following the financial closing and reviews of same with the City Treasurer.
6. Provides financial assistance and guidance to the Police and Firefighter Pension Boards and Pension Board Secretaries on a variety of pension matters. Attends pension board meetings as necessary, updates pension records as necessary and prepares monthly and annual police and firefighter pension reports.
7. In co-operation with Pension Board Secretaries, calculates pension payment amounts for new pension participants and calculates annual pension payment increases for active pension benefit recipients.
8. When so designated, serves as acting chief fiscal officer of the city during office absence of the City Treasurer and Director of Finance.
9. Manages staff, provides supervisory guidance to direct reports and performs all functions as required by city management and human resource practices, policies and procedures.
10. Responsible to have a working knowledge of city administrative policy, city financial policy, human resource policy and all procedures of such.
11. Performs other work and special projects at the direction of the City Treasurer and Director of Finance.

## **BENEFITS**

Include paid sick, vacation and holiday leave; Illinois Municipal Retirement Fund participation; health and life insurance; and optional dental insurance and deferred compensation.

## **RESIDENCY**

Residency within Macon County or within fifteen (15) miles of the corporate limits of the City of Decatur must be established within twelve (12) months of appointment.

This position reports to the City Treasurer and Director of Finance.

### **APPLY:**

Visit our website at [www.decaturlil.gov](http://www.decaturlil.gov) for an application. Qualified individuals should send the completed application, a resume and cover letter to the address below.

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### **AA/EOE**